

DIRECTOR OF CENTRAL INTELLIGENCE  
**Security Committee**

SECOM-D-216

21 August 1985

MEMORANDUM FOR: Chairmen, SECOM Subcommittees

FROM:

Chairman

SUBJECT: Attendance

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Some SECOM members have expressed concern that disparate organizational elements in their departments or agencies may not always be able to arrange timely substitutes for subcommittee members unable to attend particular meetings. We have noted that minutes of the meetings of some SECOM subcommittees list not only who was present but also which agencies were not represented. As a means of highlighting attendance, addressees are requested to have the minutes of each meeting of their subcommittees identify those member departments or agencies which were not represented, as well as those who attended.

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